

PERFORMANCE MEASUREMENT COUNTIES

Advisory Meeting

June 24, 2000

815 S Street, Delta Room
Sacramento, California 95814

SUMMARY

1. Welcome- Joeana Carpenter welcomed all the PMC supervisors to the June meeting. Attendees: M. Jubert; H. Rios; P. Neely; V. Sarceda; G. Dershwitz; J. Johnson; E. Epps; J. Baca; D. Criswell; H. Hamilton; G. Greer; D. Lard; C. Rockdashil; R. Roca; W. Corder; N. Monson; R. Biesemeier; G. Casey; A. Gutierrez; R. Morgan; J. Wilmer; R. Wilmer; J. Morrison; C. Waters; T. Benson; J. Carpenter; R. Trujillo; F. Andersen; H. Hernandez.
2. Agenda Review- Joeana Carpenter reviewed the agenda and everyone indicated the time requirements for their agenda item.
3. Summary Review- Joeana Carpenter asked for any corrections or additions to the summary of the May meeting. Representatives stated that it was not on the Taskforce web page. Hector Hernandez responded he had forwarded agenda and summary but it had not been placed on the web. Hector stated his staff had faxed everyone a copy. Everyone had received the faxed copies. Hector promised to get this month's agenda and summary on the web in time for the next meeting.
4. Annual Conference Summary- Daphne Criswell reported on the conference and thanked Holly for her work. Daphne noted there was a \$95 surplus and wanted ideas on how to spend it. Comments to Daphne as soon as possible. Daphne was also researching the possibility of getting SEP funds for next year's conference.
5. Follow-up on Communication Discussion- Joeana Carpenter and Tom Benson reported on the States impression of the conference. They stated it had been an outstanding conference, very upbeat and provided great discussions on very important issues. The topics that were identified were very appropriate. However, the last topic on communication and how it was presented and discussed posed a concern for the State. Overall, the intent was good but how it occurred was not the best forum. Joeana stated she wants everyone to succeed and not lose sight of any good ideas. Joeana assured everyone that the Taskforce wants all the PMC counties to succeed. When counties succeed the State succeeds. Our goal is that data is accurately collected and that it is transmitted to the Feds timely. Tom Benson agreed with Joeana's comments and added that the last session on communication did not allow the state to provide a response to the issues raised by the presentation group. Tom added that the counties need to understand that the Division as well as the Taskforce is going through transition in how they are organized and how they conduct business. Due to the changes the PMC and State need to come up with new and creative ideas to resolve our problems. Joeana suggested that the topics/suggestions raised at San Luis Obispo be listed and specific action items are assigned to them. The items were:
 - ◆ Counties wanted the corrective action forum to be included in the Regional meetings, especially if the regional meetings occur on day one of a proposed reformatted PMC.
 - ◆ In order to have access on site to Mike Bowman-Jones and Warren Ghens at future regional meetings, two proposals were drafted for counties to vote on:

Option 1: Counties continue to have three Regional Meetings, on separate dates, wherein Taskforce staff are put on the agenda and will be available to address questions via conference call. A recap of questions and answers will be presented at the following PMC meeting so all counties will have the benefit of information shared.

Option 2: Counties will reschedule Regional Meetings to the day immediately preceding the regularly scheduled PMC meetings, wherein Taskforce staff, as well as staff responsible for Food Stamp Corrective Action Plans will be available on site. Regions will coordinate agendas prior to meeting date to ensure the appropriate state staff are available at desired times (i.e., to avoid double booking). A recap of questions and answers will be presented at the following PMC meeting so all counties will have the benefit of information shared.

Gerry Greer volunteered to coordinate and book Sacramento County meeting room to accommodate the Regional Meetings.

Joeana will send out a ballot for counties to vote.

- ◆ More timely transmittals needed. Counties said not enough were being issued. Mike Bowman Jones stated that his problem was related to his e-mail. Hector then asked Mike to send transmittal on a diskette and Hector would send to everybody.
 - ◆ Riverside County continues to have e-mail problems. In spite of discussions with their technical staff, Holly and Daphne are still encountering e-mail problems. Richard Trujillo will make arrangements to help Daphne and Holly.
 - ◆ Everyone liked the file server that Data Builders set up. However, in the recent question process regarding T 73 it became evident that a better process using the file server needs to be established. Effective immediately, everyone needs to first send an e-mail (regular, not file server) to Richard, Warren, or Mike. Once the answer and reply are formulated, it will be placed in the file server for everyone to share in the question and answer.
 - ◆ Counties wanted to invite FNS staff on a quarterly basis to the PMC meetings. ACF can be invited on an as needed basis. The State will follow up on this request.
 - ◆ Data Builders was asked to provide a data extract training. Data Builders will follow up.
6. Version 24 Release- Richard noted the version 24 had been released. After releasing the latest version it was noted that the pull down codes are wrong, however, the definition codes are correct. Until a new version is released by June 27, PMC staff need to use the definition codes. Also, even though few changes were made on the Food Stamp side, the definitions are not appearing when prompted. Judy Baca raised a question on T 21B. Warren and Richard will review and provide response.
 7. Cal WORKS Report- Warren reported the latest changes in the program. He handed out updates on T30 and T66. He handed out responses to the questions raised in San Luis Obispo on defining "As of the Review Date."
 8. Food Stamps Report- Mike reported on the latest changes in the program. He followed up on items from the last PMC meeting. (1) He received no comments on the draft transmittal he received on Shelter and SUA. As a result he will release the transmittal. He also reported that the household reporting requirements contained in MS 63-505.4 were repealed and no action is required. (2) CalWORKS Grant Division to Private Industry Council: a review of the regulations and responses from inquires to the FS Bureau and FNS indicate that these funds must be counted as income to the FSHH. A memo confirming our understanding of this policy has been sent to the FS Bureau and

FNS. (3) CFAP Budget Worksheet: counties that use one of the automated worksheets are exempt from the requirement is Transmittal 010-03 to use the worksheets developed by FOB. (4) Categorical Eligibility: in response to a county inquiry, the FS Bureau states that the regulations at M.S. 63-301.73 are still in effect to households that can lose this status during the certification period. The primary reason for loss of CE status will probably be failure to meet the monthly reporting requirement. Johanna Johnson cited an ACL that discussed this topic but could not recall the ACL number. She will research and report to the PMC group the next time. (5) Federal Manual Pages: counties and reviewers that need missing change pages from the FNS 310 or Coding Manual. If they are not available in the county they can log on to the Internet at: www.fns.usda.gov/fsp/menu/qc/qc.htm. (6) AB510: FNS has approved the major waivers for this project and consequently it is back on track.

9. Federal Meeting in San Luis Obispo- Joeana Carpenter reported on a meeting the Taskforce managers along with Tom Benson had with FNS at San Luis Obispo. Joeana indicated that one goal of the meeting was to bring FNS on board on our current status and what all of us could do to make the Food Stamp review more efficient. One way the State was striving for efficiencies was to identify all the Food Stamp questions on the Q5 that were not mandated by FNS. FNS was very responsive to Joeana's offer and volunteered to work with the Taskforce and PMC on identifying unnecessary data collections. Joeana stated that before a work group with FNS takes place, a strategy session and plan need to be first developed by the PMC and Taskforce. This will allow us to be more productive and focused when FNS meets with us. Joeana asked for volunteers on the strategy workgroups and identified San Diego, Alameda, Contra Costa, Fresno county representatives to participate. In addition Ron Morgan and Michael Bowman-Jones also will be part of the group.
10. Taskforce Update: Hector Hernandez handed out the latest disposition report. Counties requested that the disposition reports be issued earlier and sent to them. Hector stated that he had waited until all counties had completed cases to run the reports for the entire report period. Hector will now have his staff run the reports upon the individual county's completion date. Hector reminded everyone of the upcoming quarterly deadline in June. Hector reported that counties should not use the same reviewer number that had been previously used for a reviewer that is no longer in their unit. It is probably a good idea to change reviewer numbers for tracking purposes. Frank Andersen reported that 1997 clean up had been completed. The revised findings were sent to the Feds and we are now waiting for their response and revised findings. Richard Trujillo reported that Marian Norris will retire on June 14, 2000 after 41 years of service.
11. Data Builder Q5 I- Hector Hernandez distributed a form to all counties on pre-installation criteria for the Q5 I. The form was reviewed and due on June 20. All completed forms must be faxed to Hector by June 20. Hector will call PMC supervisors if he does not receive their response.
12. SEP- Jerri Morrison handed out a memo dated Feb. 24, 2000 that provided the summary on quarterly expenditures. The report is mandated by the Feds. Jerri reminded the counties that SEP funds are available for conferences like the San Luis Obispo conference.
13. Rolling Error Report- Chris Waters handed out samples for the PMC supervisors to review. Chris asked for comments A.S.A.P. The reports Chris shared identified the latest Food Stamps error rates.

Next Meeting: August 9, 2000